

## **INSTRUCTIONS FOR STREET CLOSING REQUEST FOR COMMUNITY EVENTS**

- 1) All Street closing requests will be presented to the West Lafayette Board of Works for approval.
- 2) Board of Public Works meets every Tuesday at 11:00 am unless otherwise notified.
- 3) Street Closing Request should be presented to the Board of Works at least two weeks prior to the event date.
- 4) Items that are needed for a street closing request are;
  - a. Completed Board of Works Street or Alley closing form.
  - b. A hand drawn map of the streets that are being requested closed.
- 5) Individuals or groups requesting a street closing should be directed to the Police Department Captain of Patrol who will assist them in completing the request process.
- 6) Once the street closing request forms are completed a representative from the Police Department, Engineering Department and Street Department will review and sign off on the requested closure.
- 7) The Police Department will submit the request to be placed on the agenda for the Board of Works review.

**NOTE:** This process for closing a street or alley is intended to be used for special events in the community and is not for construction or utility type closures. These types of closures shall be presented to the City Engineering Department and governed by existing rules and regulations of that department.

# BOARD OF WORKS STREET OR ALLEY CLOSING FORM

STREET: \_\_\_\_\_

ALLEY: \_\_\_\_\_

TIME: \_\_\_\_\_

DATE: \_\_\_\_\_

FUNCTION: \_\_\_\_\_

ORGANIZATION NAME & ADDRESS:

\_\_\_\_\_

CONTACT PERSON & PHONE NUMBER:

\_\_\_\_\_

PERMISSION GRANTED: YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_

## SPECIAL INSTRUCTIONS:

If barricades are to be used, they should be picked up at the Street Department Office by 3:30PM, Monday-Friday. A deposit of \$10/barricade will be required, to be left at the Street Department Office. Replacement costs will be charged for loss or damage to the barricade. Easy and immediate access for emergency vehicles is to be maintained at all time. No non-movable or permanent structures are to be erected in the roadway.

This form gives permission **only for the closing of a street or an alley**. Any function taking place in the street or alley is subject to the same restrictions as any other gathering, including the enforcement of the Noise Ordinance. Compliance with the law is the responsibility of the above group. Someone "in charge" should be present at all times.

\_\_\_\_\_ President

\_\_\_\_\_ Member

\_\_\_\_\_ Member

**SIGN OFF SHEET FOR STREET/ALLEY CLOSING REQUEST**

**POLICE DEPARTMENT:** \_\_\_\_\_

**ENGINEERING DEPARTMENT:** \_\_\_\_\_

**STREET DEPARTMENT:** \_\_\_\_\_

**PARKS DEPARTMENT NOTIFIED:**                      **Y/N**